

**OPEN SESSION MINUTES**  
**MISSOURI BOARD OF NURSING HOME ADMINISTRATORS**  
**February 6, 2013**

The members of the Missouri Board of Nursing Home Administrators convened on February 6, 2013 at 9:15 a.m., in conference room 102-103, 3418 Knipp Drive, Jefferson City.

**Presiding:** Don Yost, President

**Members Present:** Mike Roth, Vice President  
Mike Levitt  
Ann Harris  
Dr. Naveed Razzaque  
Phyllis Stayton  
Alexis Roam  
Matt Younger attended in place of Jeanne Serra

**Staff Present:** Sally McKee, Board Coordinator  
Stephanie White Thorn, Asst. Attorney General

**Absent:** Janice Unger, Secretary

**Agenda**

A motion was made by Mike Roth and seconded by Mike Levitt to approve the agenda. Motion carried unanimously.

**December 2012 Meeting Minutes**

A motion was made by Mike Roth and seconded by Phyllis Stayton to accept the December 5, 2012, meeting minutes. Motion carried unanimously.

**Board Office Report**

Sally McKee presented the Board office report. She provided an overview of the data below.

	<b>7/1/11 – 6/30/12</b>		<b>7/1/12 – 6/30/13</b>		
New Applicants	July – 28 (2 RCAL, 26 NHA)		July – 47 (12 RCAL, 35 NHA)		
	Sept – 48 (2 RCAL, 46 NHA)		Oct – 46 (7 RCAL, 39 NHA)		
	Dec – 52 (3 RCAL, 49 NHA)		Dec – 35 (6 RCAL, 29 NHA)		
	Feb – 27 (3 RCAL, 24 NHA)		Feb – 39 (12 RCAL/27 NHA)		
	April – 31 (6 RCAL, 25 NHA)				
<b>Fiscal Year – July 1 through June 30</b>					
	July 2012	Oct 2012	Dec 2012	Feb 2013	
Licensed Administrators	1593	1622	1642	1657	
New Licenses	N/A	25	17	12	
Inactive Licensees	34	34	34	33	
Retired Licensees	98	98	98	98	
Late Renewals	102	1	1	1	

RCAL state exams	0	14	7	*	
TELs Issued	3	7	7	4	
Letters of Inquiries to Licensees	10	4	8	9	
Board Interviews	8	7	6	5	
Public Complaints Received	2	1	4	0	
Board Hearing	0	0	0	0	
AHC Hearing	0	0	0	0	
Letters of Concern Issued	13	11	10	--	
Referral to AGO for Action	6	1	0	--	
Disciplinary Action Issued	2	0	2	1	

\*RCAL state exam scheduled for 2/19/13 – anticipating approximately 12 examinees

## **DISCUSSION**

Customer service survey available – the survey link is located within board office staff email.

Website – Randy Shannon is working on revamping the BNHA website to make it more user-friendly.

Sally McKee will be presenting at the MANHA Winterfest conference on 2/13/13 regarding the BNHA overview and disciplinary process.

2013 Legislative Session – SB 80 and HB 59 require the board to notify, instead of mail, each licensee whose license must be renewed during the year. SB 80 was presented in the Financial and Governmental Organizations and Elections Committee on 01/28/13. HB 59 was read a second time on 01/10/13.

The board reviewed and discussed briefly the following bills of interest –

- SB 106 (service as a member of the armed forces, if satisfactory to the licensing board, may be applied towards qualifications to receive a license or certificated from a professional licensing board),
- SB 199 (requires DHSS to strongly encourage all Missouri licensed long-term care facilities to institute policies encouraging familial involvement in the well-being and support of residents), and
- SB 194 (limits the Certificate of Need law by having it apply to only long-term care facilities and services).

## **Meeting Dates**

The next Board meeting is confirmed for Wednesday, April 17, 2013 at 9:00 a.m. The Disciplinary Review Committee (DRC) will meet on Tuesday, April 16, 2013.

The Board scheduled another meeting for Wednesday, June 26, 2013 with the DRC meeting on June 25, 2013.

### **Applications for NHA Licensure**

After review of the NHA applications for licensure, Dr. Razzaque made the motion to accept the following applicants qualified to examine. Alexis Roam seconded the motion. Motion carried unanimously.

Bell, Matthew J  
Heselbarth, Michael D  
Koenig, Christian M  
Lindsey, Angela L  
Meyers, Ruth E  
Polzin, Scott A  
St Clair, Kimberly D

Eissler, Maryann  
Huffman, Diana L  
Lasher, Theresa D  
Maggard, Cathy D  
Myers, Stephen C  
Portwood, Darlene A  
Trusty, Greg E

Harkin, Katie L  
Jackson, Scott E  
Leeseberg, Kevin M  
McFarlane, John T  
Pais, Roystan L  
Smith, Patrisha D

Dr. Razzaque made the motion to accept the following NHA applicants as not qualified to examine. Alexis Roam seconded the motion. Motion carried unanimously.

Carter, Katherine N  
Miller Floyd, Sabrina D

Hinshaw, Kelsey R  
Shepard, Rebecca L

Knight, Teresa A  
Walter, Christopher R

### **Applications for RCAL Licensure**

After review of the RCAL applications for licensure, Dr. Razzaque made the motion to accept the following applicants qualified to examine. Mike Levitt seconded the motion. Motion carried unanimously.

Davis, Elizabeth A

Wesolich, Elizabeth S

Dr. Razzaque made the motion to accept the following RCAL applicants as not qualified to examine. Mike Roth seconded the motion. Motion carried unanimously.

Daniels, John M  
Hudacek, Bryan J  
Russell, Melissa E  
Wells, Gerrell D

Harp, Rose M  
McClendon, Oneva D  
Statler, Hannah E

House, Sheila M  
Miller, Michelle M  
Thomas, Lynn L

### **Application Reevaluations**

Alicia Bronson, an applicant, submitted a request for the board to waive her 15 semester hours of coursework from an accredited university or college. Ms. Bronson failed the NAB exam three times and the board prescribed 15 semester hours of coursework from an accredited university or college and 800 hours of internship. The board reviewed and discussed her request. A motion was made by Mike Roth and seconded by Dr. Razzaque that Ms. Bronson needs to complete the 15 semester hours of coursework as originally prescribed. Motion carried unanimously.

Chuntee Douglass, an applicant, submitted a request for the board to waive her internship hours. Ms. Douglass failed the NAB exam three times and the board prescribed 21 semester hours of coursework from an accredited university or college and 2000 hours of internship. She has completed 140 hours and has 1,860 hours remaining. The board reviewed and discussed her request. A motion was made by Mike Roth and seconded by Alexis Roam that Ms. Douglas needs to complete the remaining 1,860 hours with a certified preceptor. Motion carried unanimously.

### **Rules Committee Report**

Mike Roth reported on behalf of the Rules Committee. The committee met the day before, February 5, at 10 a.m. and reviewed 19 CSR 73-2.050 and 19 CSR 73-2.060. Suggested changes were shared with the members that include:

#### **19 CSR 73-2.050**

- (1) - change the language “mail an application...” to “notify every person...”
- (2) - remove the form reference, add the option to file a paper application or renew through the board’s electronic online system, move the language regarding 10 patient care hours to section (3) (A)
- (3) - include the language of 10 patient care hours and add NAB approval of on-line programs
- Include language within the rule to allow any hours earned in the month of June in excess of the required hours can be carried over to his/her next renewal period.

#### **19 CSR 73-2.060**

- (1) - correct the rule number, add training agency for clarification, and remove the term “nursing home”
- (1) (B) - change the training agency status to two years, replace executive secretary with board office, and add training agency termination will be a written notice to the training agency within 30 days
- (1) (C) 5 - define on-line
- (1) (C) 5 C – post-test will not be required for webinars and teleconferences
- (1) (C) 5 D – remove this section
- (2) - correct the rule number and language clarification, submission of single offering application changed from 45 days to 30 days in advance, change from three copies submitted to one copy, changes in late submission
- (2) (B) – remove the fee and add the regulation pertaining to fees
- (2) (D) – replace applications with single offering applications for clarification
- (3) – clarification in language and change 45 days to 30 days
- (4) – add “type” in front “of clock hours”, change composite to summative, and language clean-up

The Rules committee will review the changes and the final amended rules will be ready in the near future for board approval.

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Mike Roth to go into closed session at 10:50 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

### **Open Session**

A motion was made by Dr. Razzaque and seconded by Phyllis Stayton to return to open session at 1:45 p.m. Motion carried unanimously after a roll call vote.

**Donnie Franklin Tubbs**

Donnie Franklin Tubbs, applicant, was evaluated by the Board at the December 5, 2013, meeting and tabled for this meeting for discussion and action. Mr. Tubbs provided documentation and information with his application pertaining to his April 11, 2012, charge of Burglary – 2nd degree and was sentenced to 120 days of shock incarceration and probation because he remained unlawfully in a structure without permission. Stephanie White-Thorn, legal counsel, provided information from the Mississippi County circuit court pertaining to the Tubbs' case. After review and discussion, Mike Levitt made the motion to deny Donnie Franklin Tubbs' application for licensure. Alexis Roam seconded the motion. Motion carried unanimously.

**Adjournment**

A motion was made by Phyllis Stayton and seconded by Mike Roth to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:15 p.m.



Sally McKee, Board Coordinator  
Board of Nursing Home Administrators